

Skills Hub Project Administrator Recruitment Pack June 2024

Fixed Term Contract Until 31 March 2025

At Staffordshire Chambers of Commerce, we believe that we can help all the people of Staffordshire to be more prosperous and have more opportunities, by helping businesses to belong to the Chamber and do things better. We take pride in delivering excellent services to our members and expect the highest standards from our employees.

Skills Hub Project Administrator, Salary £23,569

We have a fantastic opportunity for an enthusiastic and flexible Skills Hub Project Administrator to join our team. A self-motivated individual who will support the Staffordshire Moorlands Skills Hub with the aim to strengthen skill and training for employees in the local area. Your role as Project Administrator will be to provide support to the Skill Advisors – who will be visiting and working directly with training providers and employers in the area. You will be based at our office on Festival Park, Stoke-on-Trent, but the focus of this contract will be covering the Moorlands, so flexibility to travel this area will be required.

You must be hard working, an excellent team player with a positive attitude and have the ability to use your initiative to help provide the best possible service.

We offer an attractive benefits package, a rewarding role in a great team and good opportunities for personal development.

This is a full-time role, working Monday to Friday, a total of 35 hours per week. However, we will consider applications, for a part-time role, if a candidate of the right calibre was to apply.

Further details are available on our web site www.staffordshirechambers.co.uk.

To apply, please send your CV to Suzanne.quinn@staffordshirechambers.co.uk with a supporting statement detailing how you meet the requirements of the role and how you support the Chamber BETTER values.

Closing date: 21 June 2024

Staffordshire Chambers of Commerce is committed to equality, diversity and inclusion at work.

Armed Forces Friendly Employer: Staffordshire Chambers of Commerce has signed the Armed Forces Covenant and we hold the gold award for the Employer Recognition Scheme. We welcome applications from members of the Armed Forces and their families. If you are serving or have served in the Armed Forces (or are a family member of) please state this in your application.

Job Description

Job Title:	Skills Hub – Project Administrator
Accountable To:	Skills Hub Lead Advisor
Location:	Commerce House, Festival Park, ST1 5BE

Our Vision

All employees of the Chamber are expected to contribute to our vision:

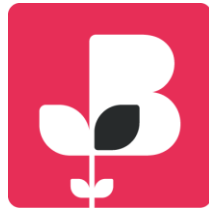
‘Staffordshire Chambers believes that we can help all the people of Staffordshire be more prosperous and have more opportunities, by helping business to belong to the Chamber and do things BETTER’.

Our Values

Our vision is supported by a set of core values which define the standards and behaviours which are expected of all employees:

We are:

- **Bold**
We try new things
We are passionate about making a difference
We always put our members first
- **Excellent**
We achieve the highest standards
We seek to improve continuously
We are committed to equality of opportunity
- **Trusted**
We communicate well
We are consistent in our approach
We put colleagues and customers first
- **Team Focused**



We are an outstanding team

We are focused on achieving our vision

We respect and support each other

- **Ethical**

We represent our members professionally

We make a positive contribution to the community

We act with integrity

- **Responsive**

We are open to change

We respond positively to customer feedback

We maximise opportunities

This post is funded by UK Share Prosperity Fund

The position is a full-time position on a fixed term contract until 31 March 2025

Skills Hub – Staffordshire Moorlands

The Moorlands Skills Hub will work alongside a consortium of over 45 delivery partners, subcontractors, and stakeholders, including colleges, universities, and independent training providers. It will build on the successful Stoke-on-Trent and Staffordshire Skills Hub project which supported 400 businesses with accessing skills and training.

The Moorlands Skills Hubs primary objective is to provide advice on accessing education and training that is responsive and accessible to the economy's needs, delivering the most effective skills solutions to employers while providing individuals with better-designed skills that prepare them for the job market. The skills areas for focus will be broken into 3 key areas, vocation, green skills and digital skills.

It will act as a central location where businesses can access funding, coordinate their apprenticeship programmes, receive independent advice on their training needs, and be signposted to local training courses (both accredited and non-accredited).

There will also be a grant element to support businesses in accessing non-accredited training and support.

Job Purpose

The Project Administrator will support the Skills Hub Lead Advisor and also the Skills Advisor in delivering the UKSPF funded Skills Hub. This is an exciting opportunity to contribute to the growth and development of local businesses by coordinating project activities, ensuring compliance with funding requirements, and facilitating efficient communication between stakeholders.

The post holder will develop systems to maintain information and records to ensure compliance with UKSPF guidelines. The information will be stored in both hardcopy and electronic format so expertise in both is critical. The role will involve working directly with employers, delivery partners and stakeholders, acting as the first point of contact for the programme.

As a Project Coordinator, you will play a vital role in streamlining project operations, maintaining documentation, and assisting in project reporting. The ideal candidate should possess excellent administrative skills, have a passion for fostering innovation in businesses, and be familiar with managing government-funded projects.

Principal Accountabilities

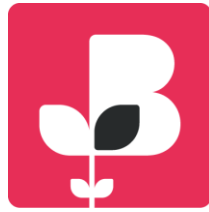
- Administrative Support – Provide comprehensive administrative support to the Project Manager and Skills Advisor
- Project Evidence – Maintain accurate and up-to-date project documentation, including meeting minutes, progress reports, financial records, and any other necessary project-related information. Ensure effective storage and keep up to date all relevant project documentation and data.
- Stakeholder Communication – Facilitate effective communication between project stakeholders, including businesses, local authorities, government bodies, and other relevant partners. Provide timely responses to inquiries and updates.
- Compliance and Reporting – Ensure the project's compliance with UKSPF funding requirements and regulations. Assist in the preparation and submission of periodic progress reports and other necessary documentation.

- Evaluation and Impact Assessment – Support the project evaluation process, assisting in data collection and analysis to assess project outcomes and impact.
- Event Coordination – Assist in organising workshops, seminars, and other project-related events, working closely with the Events Team.
- Continuous Improvement – Contribute to the continuous improvement of project management processes, suggesting innovative ideas and best practices to enhance project efficiency and effectiveness.

General requirements

- Work diligently to meet the requirements of the role
- Use the Chambers' CRM system and others as relevant to the role
- Always seek to improve to achieve the highest quality standards and follow the Chambers' quality assurance operating procedures
- Contribute to the Chambers' commitment to work in a commercially successful way
- Participate in internal/external meetings and training as required
- Ensure that all relevant policies, procedures and working practices are adhered to at all times
- Participate positively in one to ones and appraisals
- Work in accordance with the Chambers' culture, values, aims and objectives
- Act as an ambassador for the Chamber at all times when dealing with members or representing the business
- Contribute to the Chamber's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably required
- To work from other Chamber offices if required.

NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future.



As a general term of employment, Staffordshire Chambers of Commerce may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

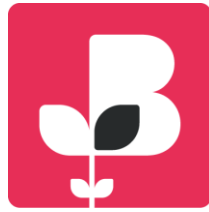
I confirm that I have read and agree to carry out the duties and responsibilities contained in this job description.

Name (Please print): _____

Signed: _____ Date: _____

Person Specification

<p>Job Title: Skills and Apprenticeship Hub – Project Administrator</p>		
Criteria	Essential or Desirable	Method of Identification
<p>Qualifications Educated to A-Level standard</p> <p>Additional qualifications or certifications in project management would be advantageous, showcasing a deeper understanding of project planning and execution.</p>	<p>Essential</p> <p>Desirable</p>	<p>Application</p> <p>Application</p>
<p>Proven Experience Proven experience as a Project Administrator or in a similar administrative role, preferably with exposure to working on government-funded projects or initiatives.</p> <p>Demonstrated ability to handle administrative responsibilities and work effectively within a team.</p> <p>Experience in record keeping, minute taking, word processing, collating, and retrieving information.</p> <p>Previous exposure to skills/education environment, ideally within the context of supporting businesses.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application /Interview</p> <p>Application /Interview</p> <p>Application /Interview</p> <p>Application /Interview</p>



Knowledge, Skills and Abilities		
Strong attention to detail and ability to maintain accurate project records.	Essential	Application /Interview
Effective communication and interpersonal skills to collaborate with diverse stakeholders.	Essential	Application /Interview
Excellent organizational and time-management skills, with the ability to handle multiple tasks simultaneously.	Essential	Application /Interview
Able to work to strict deadlines.	Essential	Application /Interview
Demonstrated ability to adapt to changing project needs and requirements, handling unforeseen challenges with a positive and proactive approach.	Essential	Application /Interview
Basic data analysis skills to assist in project evaluation and impact assessment.	Essential	Application /Interview
Problem-solving mindset and ability to adapt to changing project needs.	Essential	Application /Interview
Strong collaborative skills, working well within a team environment, and contributing positively to achieve project objectives.	Essential	Application /Interview
Strong awareness of and commitment to sustainability, diversity and equality of opportunity and the quality of the beneficiary experience	Essential	Application /Interview
Proficiency in using MS Office suite (Word, Excel, PowerPoint, Outlook) and project management software to manage project-related tasks efficiently.	Essential	Application /Interview



<p>Experience in organising workshops, seminars, or events, indicating capability in coordinating logistical arrangements.</p>	<p>Essential</p>	<p>Application /Interview</p>
<p>Self-motivated and able to work on own initiative</p>	<p>Essential</p>	<p>Application /Interview</p>
<p><u>Other Attributes</u></p> <p>Professional and friendly approach</p> <p>Team player</p> <p>Able to work flexibly including evenings and weekends if required</p>	<p>Essential</p>	<p>Interview</p>
<p>Team player</p>	<p>Essential</p>	<p>Application/Interview</p>
<p>Able to work flexibly including evenings and weekends if required</p>	<p>Desirable</p>	<p>Application/Interview</p>

Equality and Diversity Monitoring

Staffordshire Chambers of Commerce is committed to equality of opportunity as an employer and recognises the value that a diverse workforce can bring. To assist us to monitor the effectiveness of our equality and diversity practices we may ask you to complete an equality and diversity form which would be included within this recruitment pack. Completion of this form is entirely voluntary and, if you choose not to complete it, this will not affect your application.

This form will be separated from your application form prior to the selection process and therefore information provided does not form part of our decision-making process. The information you provide will be held in an anonymous format by the Chamber and used for statistical monitoring purposes only.

Equality and Diversity Monitoring Form

Staffordshire Chambers of Commerce is committed to equal opportunities and diversity in all its activities. It is determined that in its provision of services and as an employer it will ensure equality of opportunity for all, regardless of age, race, gender (including gender reassignment), disability, marital status, sexual orientation, or religion or personal belief.

To help us implement and monitor this policy please could you provide us with the following information:

1. Gender

Male Female Other

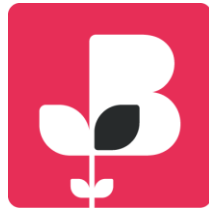
2. Disability

Do you consider yourself to have a disability?

Yes No

If yes, please give brief details:

3. Age 16-25 26-35 35-56+



4. Ethnic Origin

A White

- British
- Irish
- Any other white background, please state

B Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background, please state

C Asian, Asian British

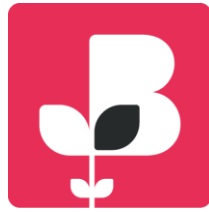
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background please state

D Black, Black British

- Caribbean
- African
- Any other Black background, please state

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group

- Chinese
- Any other background, please state



5. Sexual Orientation

- Bisexual
- Heterosexual
- Homosexual (Lesbian/Gay)
- Other

6. Religion or Personal Belief (Please state)

Thank you. This information will be kept separate from your application form and will be treated in the strictest confidence.

How to Apply

Please send your CV to Suzanne Quinn, together with a supporting statement detailing how you meet the requirements of the Education Officer role and how you support the Chamber BETTER values.

Applications should be emailed to Suzanne.Quinn@Staffordshirechambers.co.uk or posted/delivered to Staffordshire Chamber of Commerce, Commerce House, Festival Park, Stoke-on-Trent ST1 5BE

Closing date: 21 June 2024

Thank you for your interest. We hope that this recruitment pack provides all the information you require, however if you have any queries, or would like to have an informal conversation about this role please contact Suzanne Quinn on 01782 202222.

Please note that due to the volume of applications we receive we are not able to respond to candidates who are not selected for interview. If you do not hear from us within 10 days after the closing date, please assume your application is not being taken forward on this occasion.

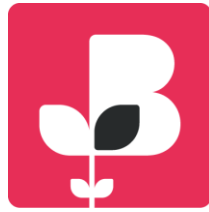
Data Protection

Staffordshire Chambers of Commerce will use any data you provide in your application to assess your suitability for the position advertised. This data will not be further processed unless your application is successful.

All candidate information gathered through our recruitment campaigns will be protected and we will fulfill the requirements of the relevant legislation.

In the case of unsuccessful applicants, we will retain all relevant recruitment paperwork for a period of 12 months in case of any claim/dispute, after this time the paperwork will be destroyed by shredding or other confidential waste disposal methods.

Successful candidates will have their recruitment paperwork retained within personnel files and in line with our data retention schedule.



Staffordshire
Chambers of
Commerce.



The Chamber will not use any form of automated processes in its recruitment decision making.

If you require any further information in relation to the protection of your data, please contact us using the of view our privacy policy at:

www.staffordshirechambers.co.uk